



**SNOHOMISH COUNTY SHERIFF'S OFFICE**  
**PUBLIC DISCLOSURE UNIT**  
3000 Rockefeller Ave., M/S 606  
Everett, WA 98201  
(425)388-3769 Fax (425)388-3939  
[Unit.SCSOPublicDisclosure@snoco.org](mailto:Unit.SCSOPublicDisclosure@snoco.org)

Date/Time Stamp

## PUBLIC RECORDS REQUEST

Requested by: \_\_\_\_\_ Date: \_\_\_\_\_

Contact Phone #: \_\_\_\_\_ Email Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

If you are an attorney or insurance company, please provide your client's name: \_\_\_\_\_

Circle one:

How would you like to receive your records? ☐ Mail ☐ Email ☐ Pick-Up at: Courthouse, North Pct, South Pct, East Pct

Preferred format? ☐ Paper copy ☐ CD/DVD ☐ USB ☐ Email (Approximately 20 pages) ☐ Viewing only  
(Appointment required)

### **TIMELINE FOR OFFICE RESPONSE**

Within 5 business days after the receipt of a public records request, we will do one or more of the following:

- Make the requested records available for inspection or delivery.
- Acknowledge the receipt of request and provide an estimate of when requested records will be available.
- Seek clarification of unclear requests.
- Deny the request and cite the legal exemption(s)

### **I AM REQUESTING ONE OR MORE OF THE FOLLOWING:**

#### ☐ **Reports**

Case #: \_\_\_\_\_

Date/Time of Incident: \_\_\_\_\_

Type of Incident: \_\_\_\_\_

Location: \_\_\_\_\_

Name(s) of Involved Parties: \_\_\_\_\_

Responding Officer(s): \_\_\_\_\_

#### ☐ **Photos/Videos** (if available)

Case #: \_\_\_\_\_

#### ☐ **Other Documents**

Type(s) of document(s): \_\_\_\_\_

Fees are charged per RCW 36.18.040. The fee for paper copies is \$0.15 per page. If a document contains 10 pages or less, there will be no charge. The fee for a CD is \$1.50. The fee for a DVD is \$1.60. The fee for a USB is \$7.00. Postage will be charged for records that are mailed. Other fees, such as scanning large documents, may be applied per published fee chart.

### **INTERNAL USE ONLY:**

Date completed: \_\_\_\_\_ By: \_\_\_\_\_

Requestor contacted via: ☐ Mail ☐ Email ☐ Phone

Comments: \_\_\_\_\_

**PDR #**